



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 7TH BRIGADE (TRAINING SUPPORT)  
95TH DIVISION (INSTITUTIONAL TRAINING)  
CAMP PIKE ARMED FORCES RESERVE COMPLEX  
8001 CAMP ROBINSON ROAD  
NORTH LITTLE ROCK, ARKANSAS 72118-2206

REPLY TO  
ATTENTION OF

S: 24 June 2004

AFRC-TOK-GSS (140)

23 March 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Officer Vacancy

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.
2. Applications are now being accepted for the position as listed below:

**S-3 Officer, 1<sup>st</sup> Battalion 379<sup>th</sup> Regiment (REC), 7th Brigade (TS), 95th Division (IT), Oklahoma City, OK; GRADE: MAJ; Branch: IM; AOC: 01A. POSITION AVAILABLE UPON SELECTION.**

3. Applicants will possess the following prerequisites:
  - a. Be presently in the grade for the position, selected for promotion or have at least three years time in grade as a Captain.
  - b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
  - c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
  - d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If not, the applicant must complete the statement shown at enclosure 4.
4. Applications are to be submitted to this Brigade, ATTN: AFRC-TOK-GSS (Mr. Day), to arrive not later than 10 March 2004. The application will consist of the following items:
  - a. A transmittal letter depicting the position for which you desire to be considered. Include both business and home telephone numbers, as shown at enclosure 1.
  - b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.

AFRC-TOK-GSS

SUBJECT: Announcement of Staff Officer Vacancy

- c. Resume of Service Career, as shown at enclosure 2.
  - d. Verified up-to-date copy of DA Form 2B (PQR).
  - e. DA Form 2-1, signed and dated by the applicant or DA Form 4037, (Officer Record Brief) for IMA/IRR Officers.
  - f. Copy of applicants last three (3) Officer Evaluation Reports (OER).
  - g. Commander's statement shown at enclosure 3.
  - h. Statement of Travel Distance, if applicable, shown at enclosure 4.
  - i. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).
5. Application packets may be forwarded directly to this headquarters.
6. Qualified applicants will be notified of the personal interview schedule, if applicable.
7. Point of contact, this headquarters, is David W. Day, SSA, at 800-501-1493, EXT 7944, 501 771-7944, E-mail DayDW@usarc-emh2.army.mil.

FOR THE COMMANDER:

5 Encls

- 1. Transmittal Ltr
- 2. Biographical Summary
- 3. Commander's Statement
- 4. Travel Statement
- 5. Sample Packet Arrangement

**//ORIGINAL SIGNED//**

DAVID W. DAY

Supervisory Staff Administrator

DISTRIBUTION:

Cdr, 95TH Div (IT) Brigades

Cdr, USARC, ATTN: AFRC-PRO-C, 1401 Deshler Street, Ft McPherson, GA 30330

Cdr, AR-PERSCOM, ATTN: ARPC-OMP-O, 9700 Page Avenue, St Louis, MO 63132-5200

Cdr, 75<sup>th</sup> Div (EX), ATTN: AFRC-TOK-PR, 1850 Old Spanish Trail, Houston, TX 77054

Cdr, 78<sup>th</sup> Div (EX), ATTN: AFRC-TOK-PR, 91 Truman Dr South, Edison, NJ 08817-2487

AFRC-TOK-GSS

SUBJECT: Announcement of Staff Officer Vacancy

DISTRIBUTION (Con't)

Cdr, 80<sup>th</sup> Div (IT), ATTN: AFRC-TVA-O, 6700 Strathmore Rd, Richmond, VA 23237  
Cdr, 84<sup>th</sup> Div (IT), ATTN: AFRC-TWI-AA, 4828 W. Silver Spring Dr, Milwaukee, WI 53218  
Cdr, 87<sup>th</sup> Div (EX), ATTN: AFRC-EAL-PE, 1400 Golden Acorn Dr, Birmingham, AL 35244  
Cdr, 91<sup>st</sup> Div (EX), ATTN: AFRC-TOK-PR, Bldg 602, Murray Circle, Ft Baker, CA 94965  
Cdr, 98<sup>th</sup> Div (IT), ATTN: AFRC-TNY, 2035 Goodman St N Rochester, NY 14609  
Cdr, 100<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, 3600 Century Div Way, Louisville, KY 40205  
Cdr, 104<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, Bldg 987, Vancouver, WA 98661  
Cdr, 108<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, 1330 Westover St, Charlotte, NC 28205  
Cdr, 63<sup>rd</sup> RSC, ATTN: AFRC-CCA, 1120 Lexington Dr, Los Alamitos, CA 90720  
Cdr, 70<sup>th</sup> RSC, ATTN: AFRC-TOK-PR, 4575 36<sup>th</sup> Avenue West, Seattle, WA 98199  
Cdr, 77<sup>th</sup> RSC, ATTN: AFRC-CNY-PRA, Ft Totten, NY 11359  
Cdr, 81<sup>st</sup> RSC, ATTN: AFRC-TOK-PR, 255 W Oxmoor Road, Birmingham, AL 35209  
Cdr, 88<sup>th</sup> RSC, ATTN: AFRC-CMN-PER, 506 Roeder Cr, St Paul, MN 55111  
Cdr, 89<sup>th</sup> RSC, ATTN: AFRC-TOK-PR, 2600 Woodlawn, Wichita, KS 67720  
Cdr, 90<sup>th</sup> RSC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118  
Cdr, 94<sup>th</sup> RSC, ATTN: AFRC-CMA-PR-P, 695 Sherman Ave, Ft Devens, MA 01433  
Cdr, 96<sup>th</sup> RSC, ATTN: AFRC-CUT, Bldg 103, Salt Lake City, UT 84113  
Cdr, 99<sup>th</sup> RSC, ATTN: AFRC-CPA-, 5 Lobaugh St, Oakdale, PA 15071  
Cdr, First US Army, ATTN: AFKA-PR, Ft Gillem, Forest Park, GA 30050-7000  
Cdr, Third US Army, ATTN: AFRD-CS, Ft McPherson, GA 30330-7000  
Cdr, Fifth US Army, ATTN: AFKB-PR, Ft Sam Houston, TX 78234-7000  
Cdr, 19<sup>th</sup> TAACOM, ATTN: AFRC-TAIA-PE, 225 East Army Post Road, Des Moines, IA 50315  
Cdr, 377<sup>th</sup> TAACOM, ATTN: AFRC-SBLA, 5010 Leroy Johnson Dr, New Orleans, LA 70146

## **TRANSMITTAL LETTER EXAMPLE**

**Date**

**JEFFERSON, Thomas E., 000-000-000, COL**

**SUBJECT: Announcement of Staff Officer Vacancy**

**Commander**

**7th Brigade (TS), 95th Division (IT)**

**ATTN: AFRC-TOK-GSS (Mr. David W. Day)**

**8001 Camp Robinson Road**

**Oklahoma City, OK 73150-9704**

**1. Reference subject memorandum dated 27 October 2003, announcing an officer vacancy within the 7th Brigade (TS), 95th Division (IT). I would like to be considered for the following position:**

**As advertised in referenced memorandum**

**2. Under the provisions of AR 140-10 and in accordance with subject memorandum this transmittal letter and the following enclosures are submitted for consideration and review:**

- a. Official Photograph**
- b. Biographical Summary**
- c. DA Form 2B**
- d. DA Form 2-1**
- e. Officer Evaluation Reports (last 3)**
- f. Commanders Statement**
- g. Mileage Statement**

**3. If additional information is required I may be reached at the following telephone numbers: Home-432-555-1212 or Business-432-555-1010**

**7 Encls  
as**

**THOMAS E. JFFERSON  
LTC, IN, USAR**

**Encl 1**

## RESUME OF SERVICE CAREER

for

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

DATE AND PLACE OF BIRTH 16 July 1948, Beech Grove, Indiana

YEARS OF COMMISSIONED SERVICE Over 27 years

TOTAL YEARS OF SERVICE Over 29 years

PRESENT ASSIGNMENT Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC 20310-2400, since May 1993

CURRENT OCCUPATION Executive Vice President, DFS Corporation, Gaithersburg, Maryland

**MILITARY SCHOOLS ATTENDED (Only list courses that were a minimum of 40 hours in duration)**

### **Airborne School**

Ranger School

Infantry School - Basic and Advanced Courses

Engineer School - Advanced Course

United States Army Command and General Staff College

Reserve Components National Security Course

Force Integration Course

Senior Reserve Component Officer Course

National Security Leadership Course

United States Army War College

**EDUCATIONAL DEGREE(S) (Do not include high school. List only those institutions which resulted in the awarding of a Baccalaureate or higher degree. Include major area of concentration. The major area of concentration for The United States Military Academy (USMA) will always be "No Major").**

Austin Peay State University - BS Degree - Psychology

Indiana University - JD Degree - Law

**FOREIGN LANGUAGE(S) (List only those languages in which the officer professes to have proficiency. If none, indicate "None recorded").**

None recorded

**THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000**

**MAJOR DUTY ASSIGNMENTS (Do not include enlisted or warrant officer service. List by category in chronological order accounting for all time. Do not use abbreviations. Start with date of appointment. Duty titles used should match those used in OERs rendered during same period.)**

FROM TO ASSIGNMENT

Active Duty (show casual status and non-rated periods)

Jun 70 Feb 71 Student, Engineer School, Fort Belvoir, Virginia  
Feb 71 Mar 71 Casual Status  
Apr 71 Oct 71 Platoon Leader, Company C, 701st Engineer Battalion (Combat),  
16th Infantry Regiment, United States Army, Vietnam  
Nov 71 Dec 71 S-2, 3d Battalion, 16th Infantry Regiment,  
United States Army, Vietnam (non-rated)

USAR - Not on Active Duty

Jan 72 May 72 Platoon Leader, 100th Military Police Company, Boston, Massachusetts  
(Jan-Feb 72, non-rated)

ARNG - Not on Active Duty (show state)

Jun 72 Sep 73 Assistant S-4, 1st Battle Group - Ohio

USAR - Not on Active Duty

Oct 73 Jan 74 Plans and Policy Officer (IMA), Fort Huachuca, Arizona  
Jan 74 Feb 75 Plans and Policy Officer, 310th Support Command, Fort Belvoir, Virginia  
Deputy Assistant Chief of Staff, Services  
310th Theater Army Area Command (TAACOM),  
Fort Belvoir, Virginia (Jul - Sep 74, ADSW)

USAR - Not on Active Duty (continued)

Mar 75 Aug 83 Executive Officer, Headquarters and Headquarters Company,  
310th Support Command, Fort Belvoir, Virginia

Aug 83 Mar 84 Personnel Management Officer, Engineer Branch,  
Officer Personnel Management Directorate,  
Reserve Component Personnel Administration Center, St. Louis,  
Missouri

Note: Major duty assignments is the only section which may be divided between pages. Place page numbers at the bottom of all pages except page 1.

**THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000**

MAJOR DUTY ASSIGNMENTS (continued)

FROM TO ASSIGNMENT

USAR - AGR

Mar 84 Oct 86 Chief, Engineer Branch,  
Officer Personnel Management Directorate,  
Reserve Component Personnel Administration Center, St. Louis,  
Missouri  
(Mar 84, non-rated)

Oct 86 Mar 88 Staff Officer, Personnel Division, Office of Chief, Army Reserve,  
Washington, DC

USAR - Not on Active Duty

Mar 88 Jul 88 Control Group (Reinforcement)  
Jul 88 Jan 91 Engineer Staff Officer (IMA), Office of the Chief of Engineers,  
Washington, DC  
\*Assistant Chief, Administrative Support Team,  
Sixth Army Evaluation Headquarters, Camp  
Roberts, California (Jun 89, ADSW)

Active Duty

Jan 91 Jun 91 Engineer Staff Officer, Headquarters, 18th  
Airborne Corps, United States Army, Saudi  
Arabia (non-rated)

\* To account for AT, ADT or ADSW tours **for which an OER or AER was rendered while you were assigned to another unit**, place entry below unit of assignment with period of duty shown in parenthesis (see example above).

USAR - Not on Active Duty

Jul 91 Present Engineer Staff Officer (IMA), Office of the Chief of Engineers,  
Washington, DC  
\*\*Deputy Chief of Staff (RTU), 5778th Corps  
Support Command (COSCOM), Dallas, Texas  
(Jul 92 - Dec 93 attached for points only)

\*\* **Show RTU duty only if an OER was rendered.**

**THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000**

**PROMOTIONS**

**DATES OF APPOINTMENT**

Rank	Component	Date
2LT	USAR	7 Jun 71
1LT	AUS	23 Apr 73
1LT	USAR	20 Oct 73
CPT	ARNG	19 Oct 78
MAJ	USAR	12 Mar 82
LTC	USAR	11 Mar 89
COL	USAR	10 Mar 94

**US DECORATIONS AND BADGES**

Silver Star

Bronze Star Medal with "V" Device

Meritorious Service Medal (with 3 Oak Leaf Clusters)

Air Medals

Army Commendation Medal (with 1 Oak Leaf Cluster)

Meritorious Unit Commendation

Army Reserve Components Achievement Medal (with Silver Oak Leaf Cluster)

National Defense Service Medal (with 1 Bronze Service Star)

Vietnam Service Medal (with 3 Bronze Service Stars)

Southwest Asia Service Medal (with 2 Bronze Service Stars)

Armed Forces Reserve Medal (with Silver Hourglass and "M" Device)

Army Reserve Components Overseas Training Ribbon

Republic of Vietnam Gallantry Cross Unit Citation

Republic of Vietnam Campaign Medal

Kuwait Liberation Medal (Kingdom of Saudi Arabia)

Kuwait Liberation Medal (Government of Kuwait)

Combat Infantryman Badge

Senior Parachutist Badge

Ranger Tab

SOURCE OF COMMISSION ROTC (June 1970)

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Signature and Date



## ADDENDUM A TO RESUME OF SERVICE CAREER

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

CURRENT OCCUPATION Executive Vice President, DFS Corporation, Gaithersburg, Maryland

### NATURE, SCOPE AND EXTENT OF RESPONSIBILITIES

Has overall responsibility for design, construction and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents. Responsible for 1,200 employees at thirteen locations worldwide. Annual operating budget for 1996 is in excess of \$9 million. Position requires intercontinental travel to customer locations.

\* Use this example with single spaced format as your specific guide. Do not list previous positions and civic or religious affiliations - current position only.

Limit addendum to one separate page. Must be completed by all applicants (with exception of AGR soldiers).

COMMANDER'S STATEMENT

NAME OF OFFICER \_\_\_\_\_  
(Last, First, MI)

RANK \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_

ARMY PHYSICAL FITNESS TEST

Date of last testing: \_\_\_\_\_  
Results (Passed/Failed) \_\_\_\_\_  
If failed, status \_\_\_\_\_

If an alternate APFT was administered a copy of the profile is attached Yes No NA

Documentation to substantiate cause if APFT not taken due to medical reasons  
Yes No NA

**WEIGHT STANDARDS:**

AGE \_\_\_\_\_ Current Height: \_\_\_\_\_ Current Weight \_\_\_\_\_ Max Allowable Weight \_\_\_\_\_

\*If standards exceeded include either DA Form 5500-R, Body Fat Content Worksheet (Male) or DA Form 5501-R, Body Fat Worksheet (Female), as appropriate. Yes No NA

I certify that I have personally verified all information contained herein.

\_\_\_\_\_  
(SIGNATURE OF OFFICER'S IMMEDIATE COMMANDER)

\_\_\_\_\_  
(TYPED OR PRINTED NAME, GRADE AND DUTY TITLE)

\_\_\_\_\_  
(Date)

Figure A-2-Commander's Statement

## STATEMENT OF TRAVEL DISTANCE

Mileage from my home address to the Staff Position being consider is

Approximately \_\_\_\_\_miles. If selected for assignment, method of

**Travel will be by \_\_\_\_\_.**

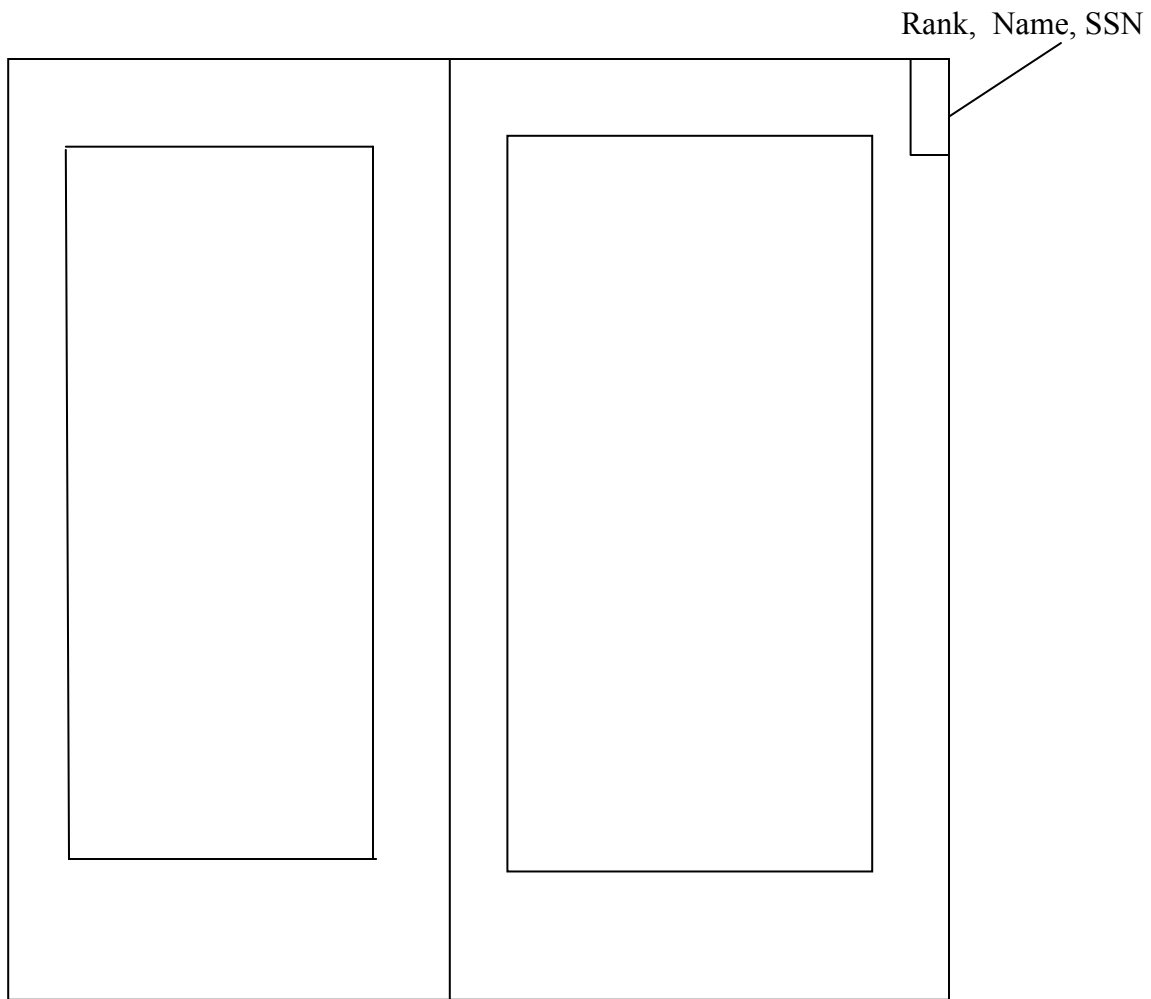
**I will be available to participate in all administrative and MUTA drills,  
regardless of distance.**

\_\_\_\_\_  
**(SIGNATURE)**

\_\_\_\_\_  
**(TYPED OR PRINTED NAME, GRADE, SSN)**

\_\_\_\_\_  
**(DATE)**

## SAMPLE ARRANGEMENT OF APPLICATION PACKET



**Documents will be in a manila folder arranged as follows with the first item shown on top:**

**a. On the RIGHT SIDE under prong fastener w/o top.**

- (1) Photograph**
- (2) Biographical Summary**
- (3) 2B (PQR)**
- (4) DA Form 2-1**
- (5) Last 3 OER's**
- (6) Commander's Statement**
- (7) Mileage Statement (if applicable)**

**b. Stapled on the LEFT SIDE. (Staples will be pointed towards the inside of packet)**

**Transmittal Letter**